

# Flathead County Septic Application Checklist

- Gather all necessary information to submit a complete application
  - If you are unsure what your property is approved for, you can request this information by filling out a [land research request form](https://flatheadhealth.org/environmental-health/sewage-and-septic) on our webpage [flatheadhealth.org/environmental-health/sewage-and-septic](https://flatheadhealth.org/environmental-health/sewage-and-septic)
  - Most recent Certificate of Survey (COS), which may be obtained from the Flathead County Clerk & Recorder [flathead.mt.gov](https://flathead.mt.gov)
  - Existing permits can be acquired from the Flathead County GIS Interactive Mapping Portal [maps.flathead.mt.gov](https://maps.flathead.mt.gov)
- Determine who will install your septic system
  - A list of licensed installers is available on our webpage.
  - Resources for homeowners who wish to install their own septic are available on our webpage. A competency test is required (\$100 fee.)
- Determine the water source for your property
- Define your exact plans for the property.
  - Should your plans be approved, your permit will reflect them. Any deviation from these approved plans may result in violation of your permit.
  - If you have a previous approval (Certificate of Subdivision Approval- COSA), your plans should match that of the approval.
  - Be sure to include a site plan drawing with your application. This drawing should include all existing and proposed development. Everything should be clearly labeled:
    - Lot boundaries and prominent features including surface water, wetlands, and floodplain
    - All Structures
    - Water supply and distribution lines
    - Septic system sites
    - Replacement sites for septic systems
    - Driveways and parking areas
    - All utility lines
    - Locations of all wells and drainfields within 100 feet of property lines
- Contact Flathead County Planning and Zoning to see if your proposed development is in alignment with current regulation.
- Review your application to be sure that it is filled out completely
  - A complete and detailed application will achieve the fastest possible processing time. Incomplete applications will not be accepted.
- Submit your application- Be sure to include all information and documentation used to fill out the application and provided to you from a land research request:

Via Email:	Via Mail:	In person:
<a href="mailto:ehealth@flathead.mt.gov">ehealth@flathead.mt.gov</a>	FCCHD Attn: Environmental Health 1035 1 <sup>st</sup> Ave W Kalispell, MT 59901	40 11 <sup>th</sup> St W Suite # 210 Kalispell, MT 59901